

My First Resume Assignment

Directions: If you have COMPLETED every answer from the written My First Resume assignment, you may start working on the online part of the assignment, with the directions below. Only work on the online part AFTER you have completed the My First Resume worksheet!

- 1) Go to the website: <http://www.careerkids.com/>
- 2) At the top in the blue bar, you will see words that you can click on. You need to click on where it says “My First



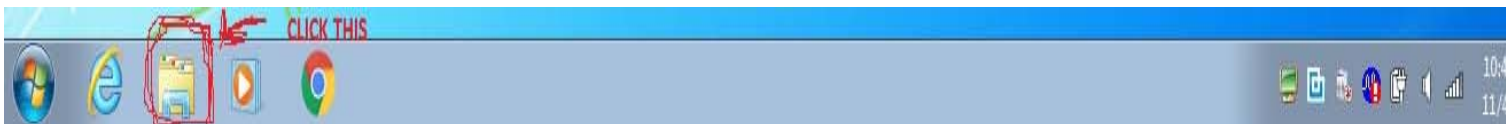
Resume”.

- 3) Once you click that link you will come up to the My First Resume webpage. Here is where you will need to fill out ALL of the boxes with your own personal information. If you cannot think of an answer about yourself, imagine an idea and fill in the boxes. **DO NOT LEAVE ANYTHING BLANK!!!!**
- 4) Once you have filled out ALL of the boxes, you can click the button that says “Get Resume”

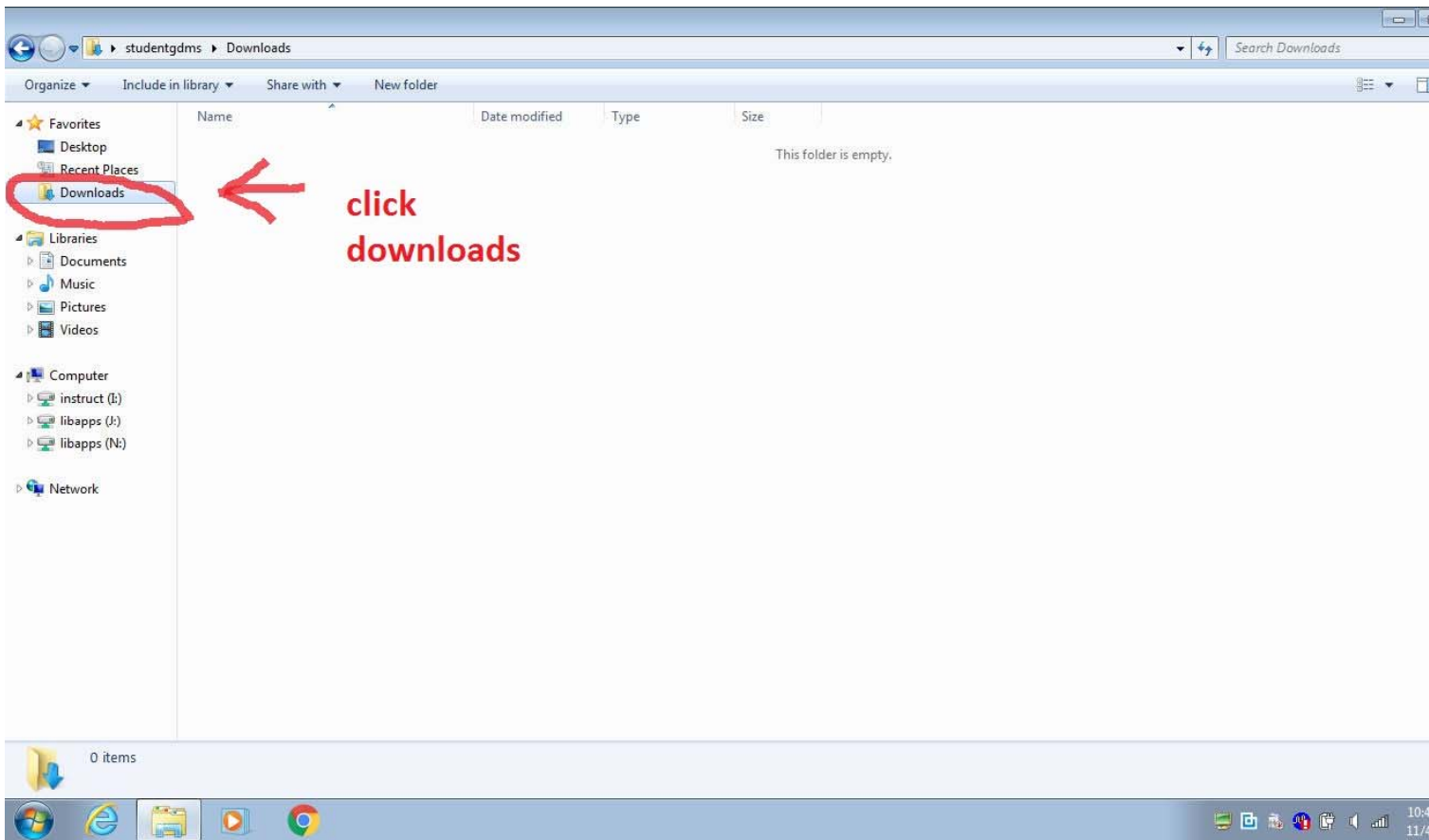


. This will allow you to save your resume as a PDF file.

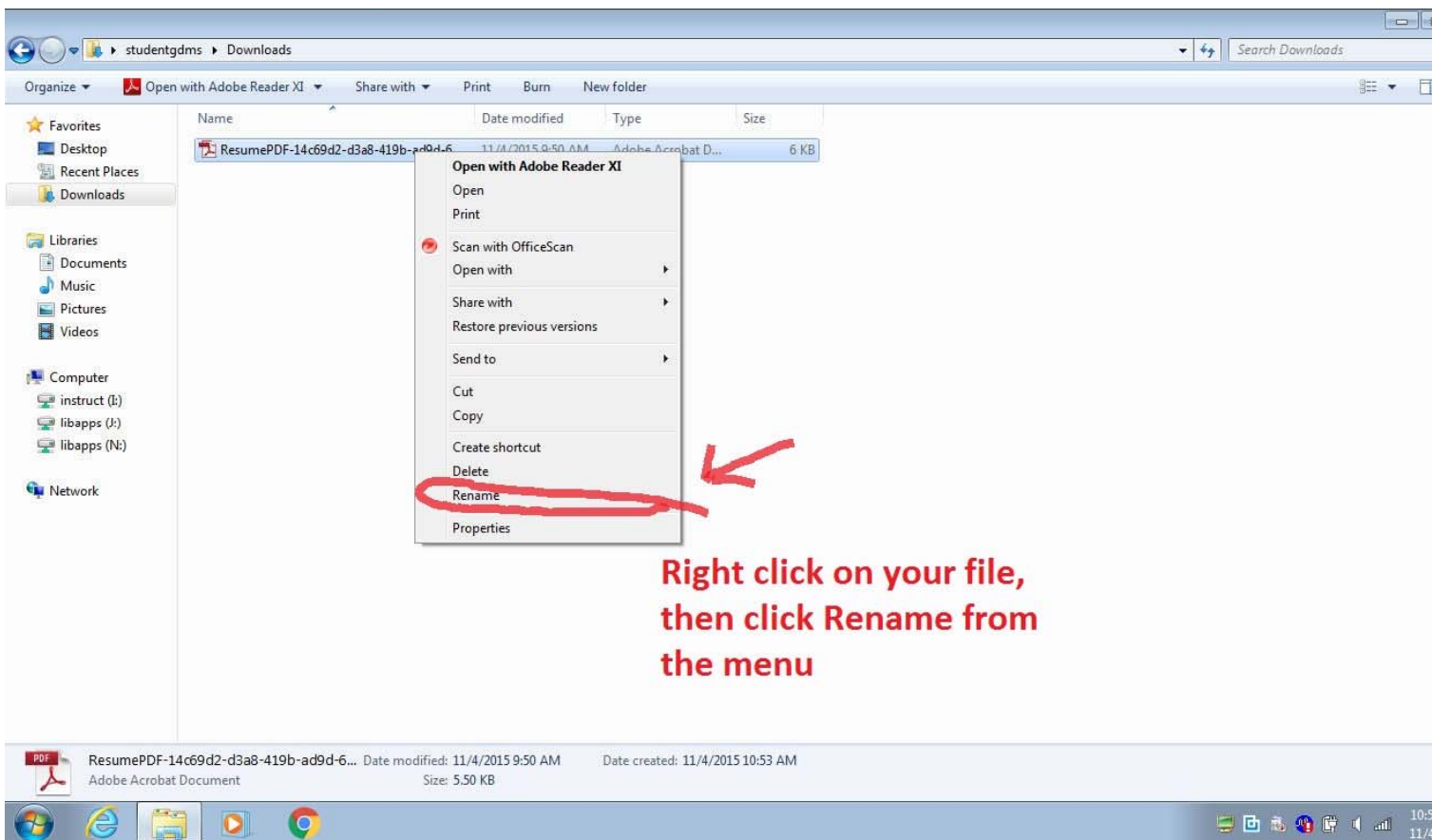
- 5) If you are in google chrome, the file will be automatically downloaded. You can click on the file name on the bottom left hand side and the file name will be ResumePDF*****
- 6) If you are using internet explorer, when you click Get Resume, a pop up box at the bottom will appear. You will need to click on SAVE. (once the file is saved, the word SAVE will change to OPEN, and you can click on OPEN and it will open the file for you.
- 7) Once the file is open, If you have made it to this step, you should be looking at your REAL, TRUE, PROFESSIONAL resume! Your assignment is to copy down this ENTIRE resume on your own sheet of paper. Make sure you copy the resume with the correct formatting. If you see words in the center of the paper on the screen, they need to be in the center of your paper. If you see words that are in **BOLD** or if you see words that have a larger font size, make sure they look like that on your paper. If you see lines on your paper then you will need to copy those lines down on your paper.
- 8) DID YOU COPY DOWN THE RESUME ONTO YOUR OWN SHEET OF PAPER LIKE IT SAID IN THE STEP BEFORE? IF NOT, YOU NEED TO DO THAT NOW.
- 9) Now you need to make sure you have saved the file with your name on it, so that you will be able to submit it to the Edmodo site. These are the directions on how to do that.
- 10) Click on the windows explorer icon in the bottom taskbar



11) This will open the Windows Explorer program. Now click on the downloads folder (because this is where internet explorer or google chrome should have saved your file)



12) Now look for your file on the right hand side. It should be named ResumePDF*****



- 13) Follow the directions in the previous picture. Right click on your file name, and then left click on the word Rename in the file menu.
- 14) Now it will let you type a new name for the file. You will need to name this file ResumePDF-YOUR-NAME-PERIOD# (This means that if your name is John Smith and you are in period 6 of my class, you will name the file ResumePDF-JOHN-SMITH-PERIOD6)
- 15) Hit enter or left click somewhere else on the screen. The file should be renamed. IF YOU HAVE AN ERROR AND IT WILL NOT LET YOU RENAME THIS FILE, MAKE SURE YOU HAVE ALL COPIES OF THE FILE THAT COULD BE OPEN CLOSED!!